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23 APR 1979

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79-9224

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79-1492

MEMORANDUM FOR: Deputy Director for Administration

VIA : Director of Training

FROM : Harry E. Fitzwater
Director of Personnel

DD/A Registry
File Training 3-3

SUBJECT : Use of Dr. Ralph G. Hirschowitz as Guest
Lecturer at the Annual Agency Retirement
Information Seminar

1. Action Requested: Paragraph 4 contains a request for an exception which is subject to your approval.

2. Background: The Office of Personnel has sponsored an annual Agency Retirement Information Seminar each fall for more than a decade. Employees attending that Seminar are preparing for retirement in the next few years. Each year, the planners of the Seminar attempt to bring the most effective speakers on practical and timely subjects to the Seminar. The last two seminars have been the best attended and from the written and oral critiques received, the most appreciated. A significant reason for this favorable response has been the presentation made by Dr. Ralph G. Hirschowitz, an Associate of the Levinson Institute and an Assistant Clinical Professor of Harvard Medical School, who has lectured on "Dealing With Stress in Changing Situations." His lecture has, in effect, been the major contribution of the Office of Medical Services to the Seminar as now constituted. The Office of Personnel desires to retain the present format of the Seminar for another year and to schedule Dr. Hirschowitz for a lecture on 1 November 1979, provided his schedule will permit. For all but a very few persons attending the Seminar it is their only opportunity to hear such an outstanding speaker as Dr. Hirschowitz on a topic so vital to prospective retirees. We will endeavor to identify some other speaker on this subject prior to the 1980 Seminar.

3. Staff Position: The transition to retirement status can often be somewhat traumatic even with the best of preparation beforehand. We believe that Dr. Hirschowitz can materially assist our employees in recognizing and knowing how to cope with the various stages of this transition. In March 1978, the Deputy Director for Administration approved a recommendation I made as

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the Director of Training that future [redacted] Dr. Hirschowitz be restricted to the formal training courses. Exceptions to this restriction require your approval and we believe that an exception is warranted in this instance. We do not believe that his appearance in this forum will dilute the effectiveness of his other Agency presentations.

4. Recommendation: It is requested that an exception be granted to permit Dr. Hirschowitz to speak to the Agency Retirement Information Seminar on 1 November 1979.

Harry E. Fitzwater

Harry E. Fitzwater

STAT CONCUR: [redacted]
Director of Training

DATE: 25 APR 1979

STAT APPROVED: [redacted]
Deputy Director for Administration

DISAPPROVED: _____
Deputy Director for Administration

DATE: 27 APR 1979

Distribution:
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STAT OP/RAD/RCEAB: [redacted] (18 April 1979)

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